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Instructions for Completing School Calendars



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March, 2003

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OVERVIEW

Idaho Code 33-512 requires school districts to annually adopt and implement a school calendar which provides the following minimum number of instructional hours:

| Grades | Instructional Hours |
|--------|------------------------|
| 9-12 | 990 |
| 4-8 | 900 |
| 1-3 | 810 |
| K | 450 |

Instructional hours include the time when students are under the guidance and direction of teachers engaged in the teaching process. School assemblies, testing, and other instructionally related activities directly involving students may be included as instructional hours. Lunch periods, breaks, recess, passing time, etc. should not be counted as instructional time.

CALCULATING TOTAL HOURS OF PLANNED INSTRUCTION

Calculating the number of hours of instruction offered for each grade grouping is a multi-step process. If the exact same hours of instruction are offered to more than one grade grouping, then only one calendar needs to be completed for those grade groupings having the exact same instructional hours. Remember to cross out the grade grouping at the top of the calendar and indicate the appropriate grade grouping. (Because lower grades have recesses and higher grades have passing times, it is not often that the hours of regular instruction will be exactly the same for all the grades within your district, even though the start-time and end-time for all the grades are the same.)

As you read through these instructions, the specific line numbers will be referring to the following line numbers found on each calendar:

- | | Decimal
Equivalent |
|--|-----------------------|
| 1. Number of hours of instruction per regular day: (REQUIRED: _____ Hrs. _____ Min.) | _____ Hrs. |
| 2. Number of regular days of instruction planned: | _____ |
| 3. Total number of regular hours of instruction: (Line 1 x Line 2) | _____ Hrs. |
| 4. Number of hours of instruction for shortened days : (Total from below.) | _____ Hrs. |
| 5. Total hours of staff development : (Total from below.) (Up to 22 hours) | _____ Hrs. |
| 6. Total hours of instruction planned during 2003-2004: (Lines 3 + 4 + 5) | _____ Hrs. |
| 7. State minimum hours required for Grades 9 - 12 : | _____ 990 Hrs. |

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An example of a calendar for each grade grouping can be found following the instructions.

Line 1. Number of hours of instruction per regular day (session for kindergarten)

- This first step determines the number of hours of instruction per daily **regular** instruction.
- Hours of instruction for shortened sessions/early release days are calculated on line four.
- Determine the number of hours and minutes of planned instructional time
- Convert the hours and minutes to decimal format. For example, a five hour, 35 minute day of instruction would be reported as 5.583 hours (five hours plus 35 minutes / 60 minutes = 5.583).
- Round to three decimal places.

Line 2. Number of regular days (session for kindergarten) of instruction planned

- Include only your **regular** days of instruction on this line.
- Regular days of instruction are any day not marked with a circle (indicating a shortened session) or a triangle (indicating staff development), or a box with an X (indicating a holiday/vacation day).
- **Do not** include any days where the hours of instruction are less than the planned hours of instruction (as determined on line one). This is a shortened session and could include early-release days, vacation days, holidays, and staff development days.

Line 3. Total number of regular hours of instruction

- Multiply the hours of instruction for a regular session (Line 1) by the number of regular sessions of instruction planned (Line 2).
- The converting the hours and minutes of instruction planned on Line 1 to a decimal equivalent simplifies this calculation.

Line 4. Number of hours of instruction for shortened days (sessions for kindergarten) (Total from below)

- To determine the number of hours for shortened sessions, review your calendar and list all shortened days in the grid at the bottom of the calendar. (ALL shortened sessions should be indicated with a circle on your calendar.)
- In the next column of the grid, list the hours and minutes of planned instructional hours for that shortened day.
- ANY day having less instructional hours than those listed on Line 1 should be included in this section. Examples include early release before a holiday or break and early release to allow time for staff development or parent teacher conferences.
- Next, convert the hours and minutes to a decimal equivalent (rounding to three decimal places).
- Finally, total all shortened session hours and include that total on Line 4.

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Line 5. Total hours of staff development (Total from below) (Up to 22 hours for Grades 1 –12 and up to 11 hours for Kindergarten)

- To determine the number of staff development hours, review your calendar and list all days having staff development in the grid at the bottom of the calendar. (ALL staff development days should be indicated with a triangle on your calendar.)
- Next, convert the hours and minutes to a decimal equivalent (rounding to three decimal places).
- Finally, total your staff development hours and include up to, but not more than, 22 hours on Line 5 for grades 1 - 12. Kindergarten is limited to 11 hours of staff development.

Line 6. Total hours of instruction planned during 20XX – 20XX

Add: Line 3. Total number of regular session hours of instruction
 Line 4. Number of hours of instruction for shortened sessions
 Line 5. Total hours of staff development

Line 7. State **minimum** hours required for (grade grouping) students

- Compare this number to that calculated on Line 6.
- Line 6 must be greater than or equal to this minimum (Idaho Code 33-512).

These steps are repeated for each grade grouping. The calendar is due to the SDE on May 15th. Please call Public School Finance at 332-6841 if you have any questions or an extension of time is needed.

SHORTENED SESSIONS / STAFF DEVELOPMENT HOURS

Shortened Sessions

A shortened session is any day where the instructional hours are less than the instructional hours of a regular session of school. This day should be indicated on your calendar with a circle and should be listed in the grid at the bottom of the calendar.

Staff Development

Staff development is time set aside for the training of teachers to allow for the development of teaching skills. Staff development does not include teacher prep time, workdays, parent teacher conferences, mentor time, etc. Idaho Code 33-512(1)(c) allows up to 22 hours for Grades 1-12 and up to 11 hours for kindergarten to count as instructional hours. A district may choose to offer fewer than 22 staff development hours or considerably more than 22 hours of staff

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development. However, a district may only count their actual staff development hours up to a total of 22 hours, whichever is less (11 hours for kindergarten). If no staff development hours are used, a zero should be entered on Line 5.

Idaho Code 33-512(1)(d) states that student and staff activities related to the opening and closing of the school year, grade reporting, **program planning**, staff meetings, and other **classroom and building management activities** shall not be counted as staff development.

Staff development is not limited to school days after the first day of school and prior to the last day of school. For example, qualifying staff development held a few weeks prior to the start of school would be included as such on the school calendar (subject to the applicable maximum).

Also, staff development is not limited to the length of the school day. For example, your regular daily session for first grade is 4.617 hours. If a district elects to have a vacation day for students and instead provide eight hours of staff development for teachers, all eight hours could be included as staff development (subject to the applicable maximum).

A district may choose to have students in attendance for a shortened day and to have staff development following the dismissal of the students. The date on the calendar would be marked with both a circle to indicate a shortened session, and a triangle to indicate a staff development day. The date would be included in the grid located on the bottom portion of the SDE calendar, with the appropriate hours recorded for the shortened session and the staff development.